



**City of Sedona Public Works Department  
Engineering Services**

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**To Whom It May Concern:**

The City of Sedona, Arizona is issuing **Addendum # 1** to the Request for Proposals (RFP) as originally issued at the time of solicitation for Submittal of Proposals for the **Uptown Multi-Space Parking Pay Stations**. For any submission to be considered responsible and responsive, receipt of this addendum must be acknowledged.

As specified in Exhibit A of the Request for Proposals document, this Addendum upon issuance has become a part of the RFP, and a signed copy shall be included with Exhibit A in the submittal.

This Addendum contains 4 page(s) including this page.

*This Addendum changes the following:*

- 1) The proposal submission deadline has been revised to **Monday, July 18, at 4:00 PM.**
- 2) The submittal page limit is being **increased to 15 pages maximum**, 8 ½ x 11 inches, single sided, 12-point font minimum. All pages count towards the page total except the cover, introductory letter, resumes, reference letters, exhibits A-B, and organizational chart (if included). To clarify, appendices are intended to contain resumes, reference letters, exhibits A and B, and organizational chart. All other information related to the proposal shall be captured within the 15 page limit.
- 3) Exhibit B, Section d, is intended to provide a summarized list for all work of similar type and magnitude within the last 10 years, that shows the overall similar experience and longevity of the company. Detailed examples of similar projects should be captured within the body of the proposal in the "Company's Experience" section as outlined in Section VII.
- 4) Page 14, Exhibit D, is incorrectly labeled, and should read, "Exhibit C."
- 5) The City's budget for Fiscal Year 2017 to provide fully functional pay stations, is \$275,000.
- 6) For color requirements related to pay station aesthetics, see the City of Sedona Land Development Code, Section 904, located [here](#). For further questions on these requirements, please contact Cari Meyer, Senior Planner, at 928-203-5049.
- 7) A list of Questions and Answers related to enforcement is enclosed.
- 8) A map showing current, free, off-street parking is enclosed.
- 9) The Pre-submittal meeting sign-in sheet is enclosed.

**ACKNOWLEDGEMENT**

I have received addendum # 1 for the **Uptown Multi-Space Parking Pay Stations** as described above, and acknowledge it as part of the Request for Proposals for the project.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Business Name**

Addendum # 1 issued by Stephen Craver, PE, Engineering Supervisor, City of Sedona

  
\_\_\_\_\_  
Stephen Craver, PE, Engineering Supervisor

7/7/16  
\_\_\_\_\_  
Date

Q: What citation management system do city enforcement staff currently use for ticket writing, citation management and processing?

Our current system for parking citations is manual with paper ticket books and hand written tickets. These are submitted to the court in hard copy and keyed into the Courts AZTEC (state) records system. We are interested in a more automated/hand held system so that citations could be downloaded into the Police Department's New World Records Management System and the Court database electronically.

Q: We notice that the City has an online application and a credit card kiosk in the Municipal Court lobby for payment of Court fines. Is there a particular financial software program that the city and/or Municipal Court uses, that the parking revenue system could or should integrate with?

The Court uses nCourt to accept online payments for fines. The City's financial system is Springbrook but the City accepts credit card payments through Xpress Bill Pay.

Q: Please expand on how citations are managed and processed today, including any technology currently being used.

Please see above

Q: How many City staff will use the parking management system on a daily basis at the same time?

Currently up to four, but more normally two at a time.

Q: Are there any other interfaces that the vendor should take into account (i.e. reporting)?

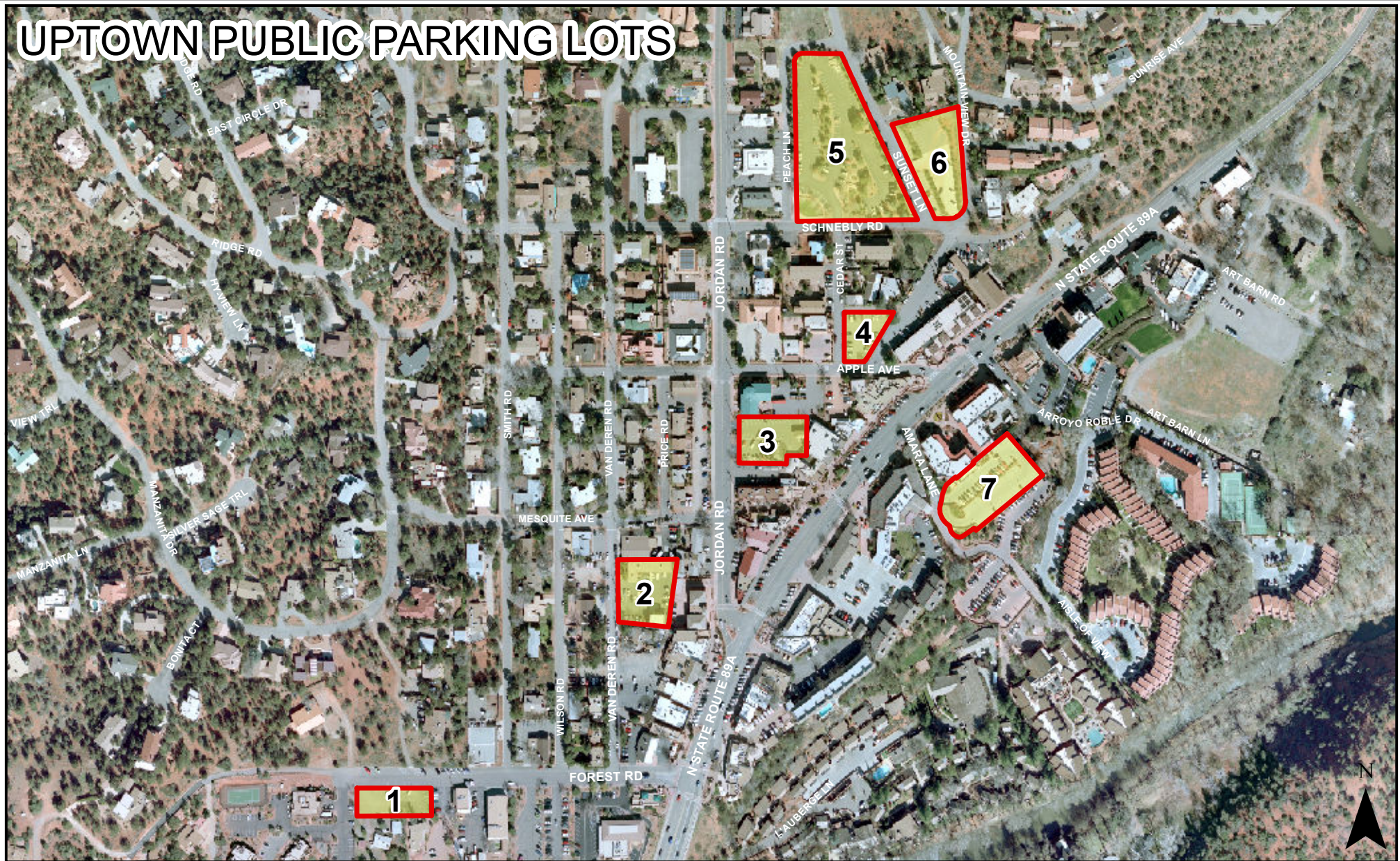
The Police Department uses New World for records management and the Municipal Court uses the state of AZ AZTEC system.

Q: How many citations are issued annually?

Less than 300 citations are issued annually for time-restricted parking (3 hour limit). Since we do not currently have paid parking, we assume that this volume will increase once we are also enforcing paid parking in addition to time restrictions.



# UPTOWN PUBLIC PARKING LOTS



LOT	NAME	ADDRESS	RESTRICTIONS
1	SEDONA FIRE DISTRICT STATION 4 PUBLIC PARKING	431 FOREST ROAD	7-DAYS, 6AM-12AM. NO RV PARKING. NO OTHER RESTRICTIONS.
2	RED ROCK NEWS PUBLIC PARKING	298 VAN DEREN ROAD	7-DAYS, 6AM-12AM. NO RV PARKING. NO OTHER RESTRICTIONS.
3	SACAJAWEA PLAZA PUBLIC PARKING	301 N STATE ROUTE 89A	7-DAYS, 8AM-11PM. 3-HOUR RESTRICTED PARKING. LIMITED PARKING WITH SIGNS POSTED.
4	MATTERHORN PUBLIC PARKING	250 MOUNTAIN VIEW DRIVE	7-DAYS, 8AM-11PM. 3-HOUR RESTRICTED PARKING 8AM-5PM. AFTER 5PM, NO TIME RESTRICTIONS. LIMITED PARKING WITH SIGNS POSTED.
5	MUNICIPAL PUBLIC PARKING LOT	260 SCHNEBLY ROAD	7-DAYS, 24-HOURS. NO RV PARKING. NO OTHER RESTRICTIONS.
6	WAYSIDE CHAPEL PUBLIC PARKING	425 MOUNTAIN VIEW DRIVE	MON-SAT, 8AM-11PM, SUNDAY 12PM-11PM. 3-HOUR RESTRICTED PARKING. LIMITED PARKING WITH SIGNS POSTED.
7	SINAGUA PLAZA PUBLIC PARKING	320 N STATE ROUTE 89A	7-DAYS, 6AM-12AM. 3-HOUR RESTRICTED PARKING ENFORCED 9AM-4PM. PRIVATE RESERVED POSTED SIGNS NOT ENFORCED.

Disclaimer: The City of Sedona makes no warranties, expressed or implied, with respect to the data or information shown on this map.



**SIGN IN SHEET****Uptown Parking Pay Stations - Pre-Submittal Conference - 6/29/16**

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